



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date Aug 14 1973	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DMH - 8		Date Received 8/15/73	Application No. 73-499-73-514
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Mental Health Central State Hospital - Manpower Administration Division Milledgeville, Georgia 31062		4. Person to Contact W.A. Clifton Manpower Division, Central State Hosp	Date Completed 9/12/73
		5. Working Title	6. Tel. No. 912-453-4191

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates Jan 1969 - present	9. EXACT SERIES TITLE SEE ATTACHED LIST
10. What function performed resulted in creation of this series The Manpower Administration Division of the Hospital is responsible for conducting management studies of mission, organizations, functions, work processes, methods and/or procedures and other related criteria in the clarification, appraisal, alteration or improvement of management applications and practices within the various activities of the Hospital. Interpret policies and directives, prepare and publish implementing instructions. Review, analyze and evaluate methods, procedures and practices employed in operating activities for the purpose of developing new or revised measures for management improvement purpose. Develop and co-ordinate staffing standards and organizational structures. Prepare and publish manning levels and organizational charts for the various activities. Develop and implement Safety Program to prevent or reduce personal injury, occupational diseases and property damage from accidental causes.	

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any SEE ATTACHED LIST	
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12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	11	33		3	13
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) 15	In Storage Area(s)
			By Annual Accumulation	This Year's	Last Year's
			AVERAGE DAILY REFERENCES	25	15
				5	2

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series document policies and procedures of agency's operation or function? ☒ [X] ☐ []
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Is the series affected by Federal or grant funds? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

SEE ATTACHED LIST

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area _____ month(s)/_____ year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold _____ year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or _____ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.

E. ☐ Other

SEE ATTACHED LIST

(Indicate briefly rationale for recommendations above/or write additional remarks):

W.A. Clifton RMO Agency/Designee

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by W.A. Clifton	Recommendations prepared by W.A. Clifton	Approved for Division Date	Records Management Officer Date WAC/Sus 8/14/73
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency Charles G. Bracken	Date Aug 14, 73
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History William M. Dixon	Date 9-12-73
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State Carroll West	Date 9-12-73
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director of Security Robert H. Hill	Date 9-12-73

MANAGEMENT/SAFETY MISSION & FUNCTIONAL FILES

Description

Disposal

73-499

PROCEDURAL INSTRUCTION FILES- Documents related to preparing, coordinating, issuing and interpreting directives, policies and procedures and comparable instructional material. These files accumulate from preparation and interpretation of instructions and include coordinating actions, studies, interpretations, and published record copies of instructions, such as directives, policies and procedures, memorandums; messages for expeditious interim changes to instructions; organizational charts; official training material and safety program material. Filed alphabetically by subject by date.

Cut off at calendar year; hold in CFA 2 years. Transfer to local storage area, hold 5 years, then destroy.

73-500

MANAGEMENT ADMINISTRATIVE FILES-Documents relating to the overall or general routine administration of manpower administration, non-professional training or safety activities. These files include but are not limited to: A. Routine comments on directives, policies or other publications prepared by another agency with primary responsibility. If comments result in additional action affecting the mission or function of the organization, documents should be filed with the appropriate mission functional files. B. Evaluations of suggestions that do not result in issuing an instruction or establishing a project. C. Program and budget documents, management improvement reports, costs reduction reports, and comparable management reports prepared to submit data to activities responsible for these management functions. Filed alphabetically by subject by date.

Cut off at calendar year; hold in CFA 3 years; then retire to the State Archives.

73-501

ORIENTATION AND BRIEFING FILES -Documents used in orientations and briefings given to top management, visitors, or State Officials about the mission, functions, and physical layout of the Hospital. Included are photographs, transparencies or vu-graphs, copies of specially prepared handouts and related documents. Filed alphabetically by subject by date.

Destroy when superseded or obsolete or when no longer needed for reference.

Description

Disposition

- 73-502 MANPOWER RESOURCE DATA FILES - Documents used as a basis for planning or estimating immediate or future manpower resources. Included are various types of studies or information such as statistics on patient population and diagnoses, number of admissions, average length of stay as inpatients and similar data related to present or projected manpower requirements for accomplishing the mission of the Hospital. Filed by date.
- 73-503 MANPOWER SURVEY AND STAFFING CRITERIA FILES - Documents relating to on-site and other appraisal reports, staffing studies, comments, justifications and similar or related documents. Filed by activity by date.
- 73-504 MANPOWER STATISTICAL DATA FILES - Documents used to provide a source of statistical data for use in manpower control activities such as forecasting, justifying and analyzing current or projected manpower requirements. Included are reports and data concerning such matters as: organizational budgeted positions, authorized position by occupational speciality and similar or related documents. Filed by date.
- 73-505 WORK MEASUREMENT REPORTING FILES - Documents used to report work loads, usually statistically. Included are work reports and consolidations and extracts or tabulations thereof. Filed by activity by date.
- 73-506 WORK PERFORMANCE EVALUATION FILES - Documents used to establish yardsticks, to evaluate performance, or to present information developed from work measurement reports. Included are trend analyses, charts, tables, performance scales and factors, yardsticks and similar or related documents. Filed by date.
- Cut off at calendar year, hold 5 years in CFA, then retire to State Archives.
- Cut off end of calendar year, hold in CFA for 3 years, then retire to State Archives.
- Cut off at calendar year, hold in CFA for 3 years, then destroy.
- Cut off at calendar year, hold in CFA for 3 years, then destroy.
- Cut off at end of calendar year, hold in CFA 3 years, then destroy.

Appl
No

Description

Disposition

- 73-507 AWARD PUBLICITY FILES - Documents related to publicizing or encouraging participation in specific awards programs such as the employee suggestion program. Filed by programs by date.
- 73-508 SAFETY SURVEY FILES - Documents relating to surveys made to evaluate the effectiveness of safety programs and safety standards and procedures. Included are survey reports, changes made as a result of the findings of the surveys and similar or related documents. Filed by activity by date.
- 73-509 SAFETY HAZARD FILES - Documents relating to technical review, advice and guidance for identifying and eliminating or controlling safety hazards. Included are hazard reports and similar or related documents. Filed by date.
- 73-510 SAFETY AWARENESS FILES - Documents related to developing or selecting materials such as posters, news items, photographs, letters or similar or related documents. Filed by date.
- 73-511 SAFETY STANDARD FILES - Documents reflecting the development of safety standards and practices in: patient care areas, recreation areas; the safe location, design, layout and construction of facilities; and other areas requiring safety standards. Included are recommendations, coordination action, studies and similar or related documents. Filed by date.
- 73-512 SAFETY STATISTICAL FILES - Documents reflecting statistics of personnel work hours exposure data, patient population and vehicle accident or incident data. Included are tables, charts and similar or related documents. Filed by date.
- 73-513 ACCIDENT EXPERIENCE FILES - Documents related to the statistical reporting

Cut off end of calendar year; hold in CFA 3 years and destroy.

Cut off end of calendar year; hold in CFA 3 years and destroy. Activities surveyed.: Destroy when obsolete, superseded or when activity is discontinued, whichever is first.

Cut off end of calendar year; hold in CFA 3 years and destroy.

Cut off end of calendar year; hold in CFA 3 years and destroy.

Cut off end of calendar year; hold in CFA for 3 years and destroy.

Cut off end of calendar year; hold in CFA 3 years. Transfer to Local Storage Area and hold for 2 years and destroy.

Cut off end of calendar year; hold in CFA 3 years. Transfer

Description

of accidents and summarizing and analyzing accident experience and trends involving motor vehicles, fires, personal injury, damage to property and other accidents, included are exposure reports, listings and similar or related documents. This does not include documents relating to the investigation of specific accidents and claims files. Filed by date.

Disposition

to Local Storage Area, hold for 2 years and destroy.

73-514

ACCIDENT CASE FILES - Documents relating to individual accidents. Included are reports of accidents and investigations thereof involving, motor vehicles, equipment, fires, damage to property, injury to or death of patients, employees, and visitors on the Hospital grounds and similar or related documents.

Cut off at end of calendar year; hold in current files area 3 years, then destroy. (Documents relating to claims that have been filed and pending will be retained until final settlement of claim is made, then destroy.)